

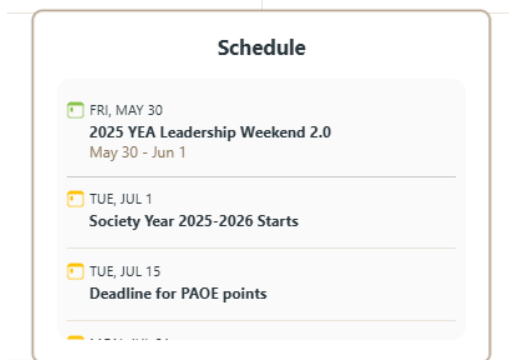
# USING THE BASECAMP CALENDAR

- Each project in Basecamp has its own **Schedule**.
- Anyone on the project can add events to the Schedule and can choose if the schedule is **Public** (can be seen by anyone with the link) or **Private** (can only be seen by anyone with access to the project).
- Individuals with access to the project can be added to the **Events** within the Schedule to be notified of comments or changes.

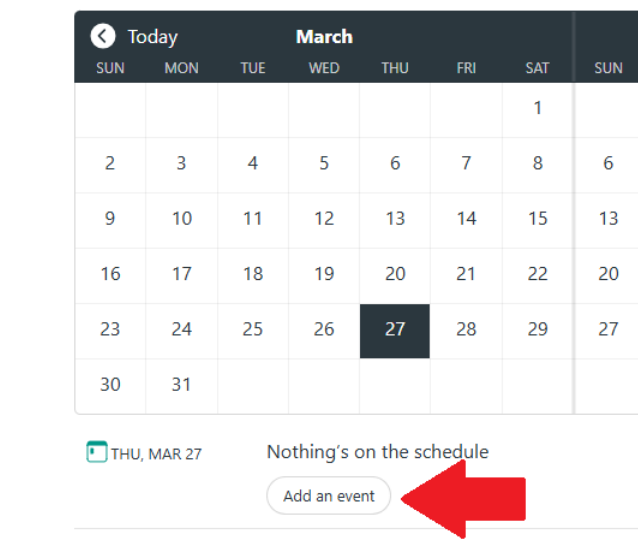
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## ADD AN EVENT TO THE SCHEDULE

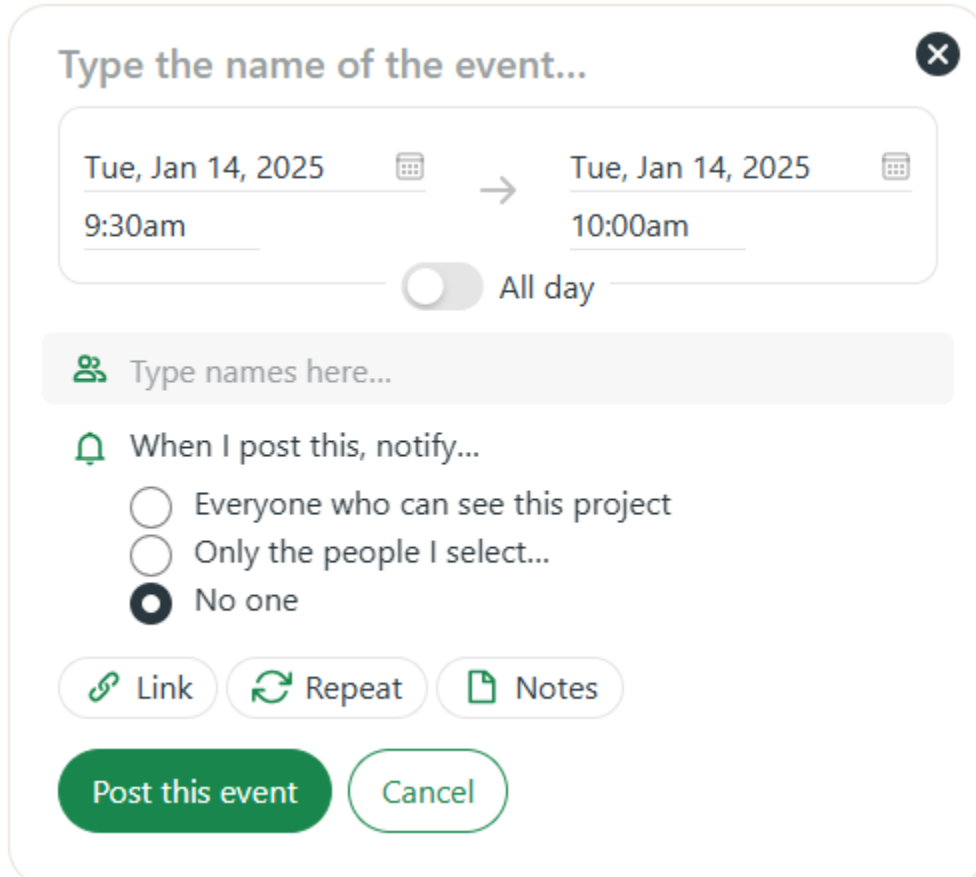
1. Click on Schedule.




2. Click add an Event



3. Enter the details of the event and select who can see it.



- Adding people to the event by typing their names will allow them to receive updates on the event and to have it appear on their personal schedules. People must have access to the project project to be added to the event. Anyone with access to the project can see the event, but it will only appear on their personal schedules, and they will only receive reminders and updates, if they have been added to the event.

 **TIP:** The time for the event defaults to the user's time. Basecamp uses the time settings on your computer or mobile device to display the times for your events. For example, if you plan a meeting for 8 AM EST, colleagues in London will see the event taking place at 1 PM EST.

# ADD AN EVENT TO AN EXTERNAL CALENDAR

1. Click on the event.

[+ New event](#) **Schedule**

[Add this schedule to HEY Calendar, Google Calendar, Outlook, or iCal...](#)

January							Feb			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
			1	2	3	4				
5	6	7	8	9	10	11	2	3	4	
12	13	14	15	16	17	18	9	10	11	
19	20	21	22	23	24	25	16	17	18	
26	27	28	29	30	31		23	24	25	

**TUE, JAN 14** Nothing's on the schedule

[Add an event](#)

**FRI, MAY 30** **2025 YEA Leadership Weekend 2.0**  
May 30 - Jun 1

**SAT, MAY 31** 2025 YEA Leadership Weekend 2.0

**SUN, JUN 1** 2025 YEA Leadership Weekend 2.0

[Show everything up to Aug 31](#)

2. From within the event, select Add to my calendar.

**May 30 - Jun 1** **2025 YEA Leadership Weekend 2.0**

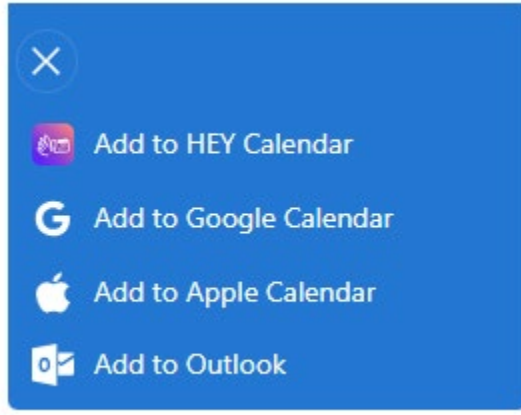
**When** Fri, May 30 - Sun, Jun 1 (3 days)


**With** Nobody's been invited

Added by Joslyn R.

[Add to my calendar...](#)

3. Then, select the calendar you'd like to add the event to and follow the on-screen prompts.



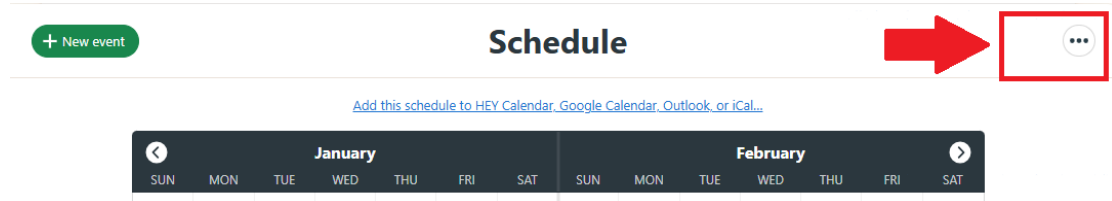
 **TIP:** Events added to external calendar don't have reminders. If you'd like a reminder for your event in your external calendar, you will need to add it manually to your external calendar.

## MAKE THE SCHEDULE PUBLIC

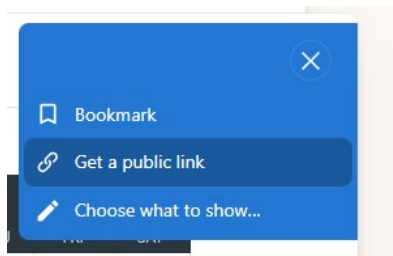
It's possible to create a public link to the schedule that anyone on or off Basecamp can see. This link can be turned off at any time.

**To generate a public link to the schedule, follow the steps below:**

1. From within the schedule, click on the three dots that appear to the right.



2. After clicking on the three dots, select Get a Public Link



3. Decide if you'd like comments and future events to be shared and check the box accordingly. Next, click the button "Generate a shareable, public link" to get the link.

## Get a Public Link

**Schedule**

FRI, MAY 30  
2025 YEA Leadership Weekend  
2.0  
May 30 - Jun 1

TUE, JUL 1

Public links allow you to share this Schedule tool with **anyone in the world**. They won't need to log in and they won't be able to see anything else in this Basecamp account.

Show all comments, current and future, as well

Generate a shareable, public link

4. Your link is now ready to be shared. Copy it to your clipboard to share.

## Public Link is ON

<https://public.3.basecamp.com/p/1gqHX49TV> Copy to clipboard

Remember, **anyone** with the link will be able to view this Schedule tool, so be careful. You can always turn it off if it ends up in the wrong hands.

Open public link

Turn link OFF

5. To turn the link OFF, follow the steps above and select the button entitled Turn link OFF.

**TIP:** To tell if a public link has been shared, scroll down to the bottom of the schedule to see the history. If a public link is turned on it will be indicated along with the username of the person who shared the link.

**turned on** public link sharing for this schedule

The Username of the person who made the changes will appear in this area.

**turned off** public link sharing for this schedule

**turned on** public link sharing for this schedule